



**Environment, Health, & Safety
Training Program**

EHS 802 ~ Reporting Adverse ES&H Occurrences in ORPS

Course Syllabus

Subject Category: ES&H Reporting
Course Length: 2.0 hours
Delivery Mode: Class
Schedule: by request or special arrangement
Location/Time: Bldg. 51 - 201

Course Prerequisite: No
Medical Approval: No

Course Purpose: EHS-802 is designed for Lab employees designated by their lab management as the Division Occurrence Reporting and Processing System (ORPS) Points-of-Contact. Other employees who serve as EH&S staff, EH&S Division Liaisons, Division safety managers, and Division Safety Coordinators may need this course. Training course offers familiarization with DOE Order 231.1A & DOE Manual 231.1-2, and the Lab's site-specific ORPS procedures manual, LBID-2488. Training orients attendees to recognize their reporting responsibilities to DOE for events outlined in the manual.

Course Objectives:

- To provide detailed policies, procedures and information found in DOE Order 231.1; Environment, Safety, and Health Reporting, DOE Manual 231.1-2; Occurrence Reporting and Processing of Operations Information, and the Berkeley Lab's site-specific manual, LBID-2488; Occurrence Reporting and Processing System (ORPS).
- To present and interpret reportable criteria and site-specific examples of events deemed worthy of reporting to DOE through ORPS.
- To familiarize Division ORPS points of contact and other staff with safety responsibilities with DOE's ORPS notification requirements, to include event identification, phoned and written notification reports, investigations, updates, final reports, and report closure responsibilities.

Course Instructional Materials:

- Occurrence Reporting Manual
- Flowchart poster
- Report worksheets
- Transparencies

Instructor: Otis Wong, x4046
John Chernowski, x7457

Training Compliance Requirements: DOE Order 231.1A and DOE Manual 231.1-2

Course Hand-outs:

- LBNL Occurrence Reporting Manual, LBID-2844
- Flowchart poster
- ORPS report worksheet
- ORPS Short Form worksheet
- Copies of PowerPoint materials

Participant Evaluation: Written evaluations regarding the effectiveness of the trainer, the training and the visual aids.

Written or Practical Exam: No.

Retraining/Recertification: No.

Web Resource: Guidance documents and reporting tools available at ORPS web page: <http://www.lbl.gov/ehs/orps>.